



OCCUPATIONAL OUTLOOK & TRAINING DIRECTORY 1999



Northern California Counties

Del Norte - Lassen - Modoc - Plumas - Siskiyou - Tehama - Trinity

Occupational Outlook & Training Directory 1999

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- Lassen
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ACKNOWLEDGEMENTS

The Job Training Center of Tehama County expresses its gratitude to all of the people who gave their time and expertise to this fourth publication of the Northern California Counties *Occupational Outlook*.

We wish to acknowledge over 350 northern California employers for their contributions of time and information. By answering questions on 20 different occupations, these employers made this report possible.

Special acknowledgement goes to the LMID staff who provided the program and technical support needed to ensure this publication contains timely and accurate information.

Because of their valuable support for this annual research project, we wish to give special recognition to the following:

Bureau for Private Postsecondary and Vocational Education (www.dca.ca.gov.bppve)
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California Trade and Commerce Agency (www.commerce.ca.gov)
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Department of Rehabilitation (www.rehab.gov)
Department of Social Services (www.dss.cahwnet.gov)
Employment Training Panel (www.etp.ca.gov)
Northern California Labor Market Consultants, Area Services Group (www.calmis.ca.gov)

Thank You,

CCOIS Staff
Job Training Center of Tehama County, Red Bluff

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THE CCOIS QUESTIONNAIRE

INTRODUCTION

About the CCOIS...

The 1999 Northern California Counties *Occupational Outlook* is a product of the California Cooperative Occupational Information System (CCOIS) which has been producing reports for other counties of California since 1986. Thirty-eight local agencies produce *Occupational Outlook* reports. Together, the reports represent 58 counties and all of California's labor force. No other source of occupational information offers the current local labor market focus that is found in this, and other, *Occupational Outlook* reports.

Mission of the CCOIS ...

"To improve the match between employers' needs for skilled labor and the skills of the California workforce. This is accomplished by providing current localized occupational information which results in better labor market decisions. These decisions are made by job seekers, employers, policy makers, legislators, training staff, students, educators, counselors, administrators, and others who prepare people for, and help them to obtain, work."

1999 Occupational Outlook Production Staff ...

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Your Opinion Counts ...

As a reader and user of the information contained in this report, your participation in completing the survey loosely inserted into this publication is appreciated. Your response helps to ensure this publication continues to meet the needs of our customers.

INTRODUCTION, Cont'd

POSSIBLE USES AND LIMITATIONS OF THIS REPORT...

Career Decisions:

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand assessments, and more.

Curriculum Design:

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development:

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development within the seven county area.

Human Resource Management:

Small business owners and corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Program Planning:

This report provides planners and administrators with local employment and training information, and occupational size and expected growth rates. Program planners can use this data to evaluate, eliminate, improve, and plan new programs.

Program Marketing:

By using locally developed and reliable occupational data, training providers can better market their programs to students, employers, and others.

Limitations:

Although the data contained in this publication is collected from over 350 participating employers in the seven county area, it is considered to be representative information, not all inclusive in its data collection.

INTRODUCTION, Cont'd.

ABOUT THE DEFINITIONS AND TERMINOLOGY...

The following definitions explain the terminology used throughout the occupational summaries.

Occupation

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) or Dictionary of Occupational Titles (DOT) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. The occupations were selected for survey based on the needs of local users of occupational information.

Supply / Demand Assessment

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. The terms used in describing the local supply/demand situation found in the area currently are defined as:

- | | | |
|----------------------|---|--|
| Not Difficult | - | Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. |
| Moderately Difficult | - | Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. |
| Very Difficult | - | Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search. |

Supply and demand terms are listed separately for experienced/inexperienced workers.

INTRODUCTION, Cont'd.

Size of Occupation

The term used to describe the size of a particular occupation refers to its estimated number of workers in the occupation. Occupational size in the seven northern California counties is measured using the following scale:

Small	Less than 83
Medium	83 - 165
Large	166 - 359
Very Large	360 and above

Employment Trends

In most cases, one of several standard terms will describe the expected growth rate for the outlook period. These terms are:

Much faster than average	=	1.50 times average or more
Faster than average	=	1.10 to but not including 1.50 times average
Average	=	.90 to but not including 1.10 times average
Slower than average	=	Less than .90 times average
No significant change, or remain stable		
Slow decline		

Unless otherwise noted, employment trends are projected to seven years in the future, 1995 to 2002. It is important to not over-emphasize growth in an occupation.

For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are most numerous in occupations with relatively low training.

Where the Jobs Are

A listing of major employing industries are identified in this section, along with the percentage of employees working in the industry.

INTRODUCTION, Cont'd.

Training, Experience, and Other Requirements

This category represents the amount and kinds of work experience, education, and skills required by surveyed employers. Also included are typical employer preferences and key personal traits usually present in those working in the occupation.

When reference is made to “all, almost all, most, many, some, or few” of the survey respondents, the following guidelines apply:

All employers	=	100%
Almost all employers	=	80% up to but not including 100%
Most employers	=	60% up to but not including 80%
Many employers	=	40% up to but not including 60%
Some employers	=	20% up to but not including 40%
Few employers	=	less than 20%

Information relating to skills, knowledge and abilities are taken from both the employer survey responses and LMID / CCOIS historical materials.

License and certification information is taken from the California License Handbook, 5th Edition 1997, and the Occupational Outlook Handbook, U.S. Department of Labor Bureau of Labor Statistics, January 1998.

Wages

The standard definition of wage data categories enables comparison of salary ranges across occupations. The ranges are based primarily on employer surveys and contracts with unions. Extreme answers are excluded. All wages reported are based on data collected from July, 1999 through November, 1999. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Each wage category contains a minimum (low) wage value, a maximum (high) wage value, and the median (middle) wage value. When only one or two categories have no data, “NA” or “Not Applicable” is used in place of data for those categories.

INTRODUCTION, Cont'd.

Wage data reflects the following categories:

New to firm, no experience	=	The wages of persons trained or untrained but with no paid experience in the occupation.
New to firm, experienced	=	The starting wage paid to journey-level or experienced workers newly hired at the firm.
Three years w/firm, experienced	=	The wages generally paid to workers with three years journey-level experience at the firm.

Benefits

The types of benefits offered by responding employers are arrayed in full-time and part-time categories. Benefits are identified by percentages of employers who offer the benefits, as well as who pays for them, e.g., *employer pays all, share of cost, and employee pays all*. If additional benefits are offered by employers, they will be represented in the *Other* category, and identified below the benefits table.

Hours

In this category, the hours worked, as indicated by responding employers, are reported in full-time, part-time, temporary/on-call, and seasonal hourly increments.

Other Information

The types of information listed in this category may include: typical industry concentrations, shifts worked, promotional patterns, top three recruitment methods, gender by percentage of employees represented, how vacancies are filled, and others. Gender is stated as a percentage of the employees represented.

Schools and training providers offering programs in the occupations surveyed are included in the training directory in the back of this publication.

INTRODUCTION, Cont'd.

About the Abbreviations and Acronyms...

The following abbreviations are used frequently throughout this report:

Exp.	Experience
Hr.	Hour
Lbs.	Pounds
Mo.	Month
Req.	Require
Yr.	Year

The following acronyms are used frequently throughout this report:

BLS	Bureau of Labor Statistics
CCOIS	California Cooperative Occupational Information System
DOT	Dictionary of Occupational Titles
EDD	Employment Development Department
JTC	Job Training Center of Tehama County
LMID	Labor Market Information Division
NEC	Not Elsewhere Classified
OES	Occupational Employment Statistics
SIC	Standard Industrial Classification
WPM	Words per minute

PROGRAM METHODOLOGY

Occupation Selection

The following process was used to select the occupations to be included in this program. Initially, criteria were identified by the Job Training Center (JTC) of Tehama County staff to narrow down the list of occupations to be surveyed. The criteria were:

- The occupation has a substantial employment base in the counties represented
- There is a substantial number of projected job openings in the counties represented
- The potential salary level is \$7.00/hr. or more.

For the first two criteria (substantial employment base and projected number of job openings), occupational forecast tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present and future employment by occupation and projected job growth rates for occupations in the seven county area. Using these tables, occupations that showed a strong projected growth rate and/or have a substantial employment base, and are expected to have a substantial need for replacement employers were selected.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations, staff of the Job Training Center of Tehama County, employers, and staff of the Labor Market Information Division. With their input, occupations were dropped and others added until a final list of occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupations.

Title and Definition of Occupations

An occupation has a name or title and a definition of a job that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. The method for classifying jobs used in this Program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS) or the Dictionary of Occupational Titles (DOT) developed by the U.S. Department of Labor's Employment and Training Administration. BLS uses the OES classification system nationwide to study staffing patterns within industries. The DOT is used nationwide to properly match jobs with workers. Examples of occupational titles include janitor, automotive mechanic, and electronics assembler.

Questionnaire Development

A basic questionnaire was used for all occupations. For reader convenience, a copy of the CCOIS questionnaire is included in the back of this report.

PROGRAM METHODOLOGY, Cont'd.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing the employer sample was to identify the industry classification.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade, which contain almost nine hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they render.

LMID staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A nurse aid would generally work for a firm classified in the health services category, whereas a word processor may be scattered across several industries—health services, retail trade, manufacturing, etc.. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by JTC staff and employers were added and deleted, as appropriate, to obtain a sample of 40 employers, except where 40 could not be found.

Data Collection and Survey Procedures

The Job Training Center used the following survey procedures:

- Staff began by attempting to obtain phone numbers for each employer on the finalized list of employers proposed for the study. Many employers were eliminated from the list at this time because they were no longer in business or a local address or phone number could not be verified without extraordinary efforts.
- Employers were then called to verify the company name and address, verify the existence of the occupation at the company, obtain the name of a contact person, describe the study, and encourage participation. Employers were eliminated from the list at this point if they did not employ in that occupation.
- Employers willing to participate in the survey were encouraged to complete the questionnaire during the initial contact by phone. They were read the questionnaire over the phone, but if it was not a convenient time, employers were called back at a time they designated, or sent a survey by mail or fax.
- Employers not responding after five working days of mailing a questionnaire were again contacted by phone to encourage them to return the questionnaire and again given the opportunity to complete the questionnaire by telephone.

PROGRAM METHODOLOGY, Cont'd.

- All surveys were reviewed by the JTC staff to ensure accuracy and completeness. Employers were contacted if the answer(s) was unclear or conflicted with other answers or information obtained about the occupation.
- If a sufficient number of responses could not be obtained in a reasonable time with the finalized list of up to 40 employers, additional employers were added to the list based on knowledge of local firms, the firms listed in the Yellow Pages, or the firms listed with the Chamber of Commerce.
- In addition to contacting employers, the JTC staff contacted labor unions, employment agencies, training providers, etc., to learn about a specific occupation.

Tabulation and Results

The survey responses were entered into a database and tabulations were produced. From those tabulations the data were analyzed and the final occupational summaries were prepared by an experienced analyst under the direction of the LMID. Each occupational summary provides information on training and hiring requirements, size of the occupation, employment trends, supply/demand assessment, wages and fringe benefits, and other information. Specific employer information is and will remain confidential.

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages.

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Occupational Summaries



BAKERS – BREAD AND PASTRY

OES Code: 650210
 Alternate Title: None

16 Employers Responding

JOB DESCRIPTION

Bakers – Bread and Pastry mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
Fully Exp/Qualified		X	
Inexperienced	X		

SIZE OF OCCUPATION

Range: Small (70 - 80)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 14.3%
 Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Grocery Stores	75.3	5411
Retail Bakeries	12.3	5461

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Less Than High School	44%
High School Diploma or Equivalent	56%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	25%	56%	19%
Substitute training for exp.	100%	N/A	N/A

The average length of experience required in the occupation was 5 months. The average length of training needed as a substitute for experience was also 5 months.

Licenses and Certification:

None reported

Skills:

Pastry making and decorating
 Basic math

Knowledge of:

Baking equipment

Ability to:

Stand continuously for 2 or more hours
 Lift at least 25 lbs. repeatedly
 Read and follow instructions

BAKERS – BREAD AND PASTRY

WAGES AND FRINGE BENEFITS

Wages:

To ensure confidentiality, wage information includes union and non-union wages.

	Range		Median
New hires, no exp.	\$5.75	\$ 6.90	\$6.00
New hires, with exp.	\$5.75	\$ 7.50	\$6.50
3+ yrs exp with firm	\$6.00	\$10.02	\$7.75

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	31%	6%	6%	0%	6%	0%
Dental	19%	6%	6%	0%	6%	0%
Vision	19%	6%	6%	0%	6%	0%
Life Ins	25%	6%	13%	0%	0%	0%
Sick Leave	25%	6%	6%	0%	0%	0%
Vacation	38%	6%	6%	0%	0%	0%
Retirement	13%	6%	13%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	6%	6%	6%	0%	0%	0%

*Other includes a 401K plan

HOURS

Almost all employers offered full-time employment in the occupation of 40 hours per week. Many employers offered part-time hours averaging 25 per week.

OTHER INFORMATION

Shifts:

Day	88%
Swing	19%
Graveyard	9%

Top three recruitment methods reported by responding employers were:

Employee Referrals	75%
Walk-in Applicants	69%
Newspaper Ads	50%

Promotional opportunities reported were in the position of Bakery Manager.

Gender by percentage of employees represented:

Male	33%	Female	67%
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Vacancies filled in the last 12 months were a result of:

Employees Leaving	78%
Promotions	11%
New Positions	11%

Schools and Training Providers offering programs in the occupation are included in the training directory located in the back of this report.

EDUCATION ADMINISTRATORS

OES Code: 150050
Alternate Titles: Principal, Superintendent

18 Employers Responding

JOB DESCRIPTION

Education Administrators plan, organize, direct, control, or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, secondary, or elementary schools. Includes administrators of separate training and instructional organizations (or programs) in private business or other agencies.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
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Fully Exp/Qualified	X
Inexperienced	X

SIZE OF OCCUPATION

Range: Large (190 - 200)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 5.3%
Growth: Slower Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Elementary & Secondary Schools	70.0	8211
Junior Colleges	18.8	8222
Child Day Care Services	11.2	8351

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

High School Diploma or Equivalent	10%
Associate Degree	5%
Bachelor Degree	28%
Graduate Study	57%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	42%	10%	48%
Substitute training for exp.	21%	79%	0%

The average length of experience required in the occupation was 25 months. The average length of training needed as a substitute for experience was 16 months.

Licenses and Certification:

None reported

Skills:

Leadership
Oral and written communications

Knowledge of:

Budget analysis
Counseling techniques

Ability to:

Plan/organize education and training programs
Work nights, weekends, and holidays
Deal effectively with difficult individuals

EDUCATION ADMINISTRATORS

WAGES AND FRINGE BENEFITS

Wages:

To ensure confidentiality, wage information includes union and non-union wages.

	Range		Median
New hires, no exp.	\$11.31	\$29.88	\$27.60
New hires, with exp.	\$12.50	\$38.07	\$28.45
3+yrs exp with firm	\$14.42	\$46.10	\$31.36

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	86%	5%	10%	0%	0%	0%
Dental	76%	5%	14%	0%	5%	0%
Vision	76%	5%	10%	0%	0%	0%
Life Ins	71%	5%	10%	0%	0%	0%
Sick Leave	90%	5%	0%	0%	0%	0%
Vacation	67%	0%	5%	0%	0%	0%
Retirement	43%	0%	29%	0%	5%	0%
Child Care	0%	0%	0%	0%	5%	0%
Other*	0%	0%	0%	0%	0%	0%

HOURS

All employers offered full-time employment in the occupation of 40 hours per week. A few employers offered part-time employment averaging 25 hours per week.

OTHER INFORMATION

Shifts:

Day	95%
Other*	10%

*Other includes working evenings or nights, as needed

Top three recruitment methods reported by responding employers were:

Newspaper Ads	76%
In-house Promotion or Transfer	52%
Colleges/Universities	52%

Promotional opportunities existed in positions of Superintendent and other district positions.

Gender by percentage of employees represented:

Male	54%	Female	46%
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Vacancies filled in the last 12 months were a result of:

Employees Leaving	84%
Promotions	8%
New Positions	8%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

FINANCIAL MANAGERS

OES Code: 130020
Alternate Title: Chief Financial Officer

18 Employers Responding

JOB DESCRIPTION

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
Fully Exp/Qualified			X
Inexperienced			X

SIZE OF OCCUPATION

Range: Large (280 - 310)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 10.7%
Growth: Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Commercial Banks	13.8	6022
Local Government	12.8	9030
Individual and Family Services	6.9	8322
Offices/Clinics Medical Doctors	6.4	8011
Others	60.1	

*Standard Industrial Classification

Minimum level of education required:

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Associate Degree	22%
Bachelor Degree	67%
Graduate Study	11%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	78%	11%	11%
Substitute training for exp.	19%	18%	0%

The average length of experience required in the occupation was 39 months. The average length of training needed as a substitute for experience was 14 months.

Licenses and Certification:

None reported

Skills:

Business math
Cost accounting
Report writing

Knowledge of:

Regulations affecting financial institutions
Statistical analysis techniques

Ability to:

Operate computers with accounting applications
Interpret actuarial and probability of loss tables

FINANCIAL MANAGERS

WAGES AND FRINGE BENEFITS

Wages:

	Range		Median
New hires, no exp.	\$16.83	\$20.00	\$16.83
New hires, with exp.	\$16.83	\$38.36	\$21.82
3+yrs exp with firm	\$16.83	\$45.55	\$24.18

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	56%	0%	33%	6%	0%	0%
Dental	50%	0%	28%	6%	6%	0%
Vision	44%	0%	22%	6%	11%	0%
Life Ins	67%	0%	17%	6%	0%	0%
Sick Leave	72%	6%	6%	0%	0%	0%
Vacation	72%	6%	6%	0%	0%	0%
Retirement	50%	0%	33%	0%	0%	6%
Child Care	0%	0%	6%	0%	11%	6%
Other*	0%	0%	0%	0%	0%	0%

HOURS

Almost all employers offered full-time employment in the occupation of 40 hours per week. A few employers offered part-time hours averaging 24 per week.

OTHER INFORMATION

Shifts:

Day	100%
Other*	6%

*Other includes flexible scheduling of hours.

Top three recruitment methods reported by responding employers were:

Newspaper Ads	78%
Employment Development Dept.	44%
Private Employment Agencies	39%

Promotional opportunities existed in various managerial positions. However, seventy-eight percent of responding employers indicated they did not promote from this position.

Gender by percentage of employees represented:

Male	78%	Female	22%
------	-----	--------	-----

Vacancies filled in the last 12 months were a result of:

Employees Leaving	75%
Promotions	13%
New Positions	12%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

GUARDS AND WATCH GUARDS

OES Code: 630470
Alternate Title: Security Guard

17 Employers Responding

JOB DESCRIPTION

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings or grounds.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
Fully Exp/Qualified		X	
Inexperienced		X	

SIZE OF OCCUPATION

Range: Average (140 - 150)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 7.1%
Growth: Average

WHERE THE JOBS ARE

	Percent	SIC*
Federal Government	20.5	9010
Amusement & Recreation	15.8	7999
Detective & Armored Car Serv.	15.1	7381
Elementary/Secondary Schools	9.6	8211
Department Stores	6.2	5311
Others	32.8	

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Less Than High School	29%
High School Diploma or Equivalent	71%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	12%	53%	35%
Substitute training for exp.	75%	25%	0%

The average length of experience required in the occupation was 10 months. The average length of training needed as a substitute for experience was 10 months.

Licenses and Certification:

Security guard registration card (guard card)
First aid certificate
Valid California driver's license

Skills:

Oral and written communication
Public contact

Knowledge of:

Security protection procedures
Video surveillance equipment

Ability to:

Obtain clean police record
Be bonded

GUARDS AND WATCH GUARDS

WAGES AND FRINGE BENEFITS

Wages:

New hires, no exp.	\$ 5.75	\$ 9.75	\$6.25
New hires, with exp.	\$ 5.75	\$ 9.75	\$7.00
3+yrs exp with firm	\$ 5.75	\$10.99	\$8.00

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	29%	12%	12%	6%	0%	0%
Dental	18%	6%	0%	0%	0%	0%
Vision	12%	6%	0%	0%	0%	0%
Life Ins	18%	6%	6%	6%	6%	6%
Sick Leave	41%	0%	6%	6%	0%	0%
Vacation	53%	24%	6%	0%	0%	0%
Retirement	18%	0%	6%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	6%	0%	0%	0%	0%	0%

*Other includes legal assistance

HOURS

Most employers offered full-time employment in the occupation of 40 hours per week, and most employers offered part-time hours of 23 hours per week. A few employers offered temporary/on call employment averaging 16 hours per week, and a few offered seasonal employment averaging 28 hours per week.

OTHER INFORMATION

Shifts:

Day	65%
Swing	59%
Graveyard	47%
Other*	24%

*Other includes weekends and holidays, and rotating shifts.

Top three recruitment methods reported by responding employers were:

Employment Development Dept.	65%
Employee Referrals	53%
Newspaper Ads	47%

Promotional opportunities existed in the occupations of Dispatcher, Sergeant, and Chief of Security.

Gender by percentage of employees represented:

Male	67%	Female	33%
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Vacancies filled in the last 12 months were a result of:

Employees Leaving	56%
Promotions	5%
New Positions	5%
Temporary Positions	34%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

HOME HEALTH AIDES

OES Code: 660110
Alternate Title: Residential Care Aides

15 Employers Responding

JOB DESCRIPTION

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
Fully Exp/Qualified		X	
Inexperienced		X	

SIZE OF OCCUPATION

Range: Small (50 - 80)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 60%
Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
General Medical/Surgical Hospitals	66.2	8062
Nursing and Personal Care, NEC**	18.2	8059
Residential Care	15.6	8361

*Standard Industrial Classification

**Not Elsewhere Classified

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Less Than High School	7%
High School Diploma or Equivalent	93%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	27%	0%	73%
Substitute training for exp.	67%	33%	0%

The average length of experience required in the occupation was 8 months. The average length of training needed as a substitute for experience was 5 months.

Licenses and Certification:

Home Health Aide Certificate

Skills:

Basic math, reading and writing
Oral communication

Knowledge of:

Cardio Pulmonary Resuscitation (CPR)
Meal preparation

Ability to:

Pass pre-employment medical examination
Drive a vehicle and possess a valid driver's license

HOME HEALTH AIDES

WAGES AND FRINGE BENEFITS

Wages:

To ensure confidentiality, wage information includes union and non-union wages.

	Range	Median
New hires, no exp.	\$5.75 \$ 9.00	\$7.03
New hires, with exp.	\$5.80 \$10.50	\$8.00
3+yrs exp with firm	\$5.85 \$12.00	\$8.66

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	27%	0%	40%	33%	7%	0%
Dental	33%	7%	33%	27%	7%	0%
Vision	27%	7%	33%	27%	7%	0%
Life Ins	33%	13%	7%	13%	20%	0%
Sick Leave	47%	20%	7%	13%	7%	0%
Vacation	67%	27%	7%	13%	7%	0%
Retirement	20%	13%	13%	7%	13%	0%
Child Care	0%	0%	0%	0%	7%	0%
Other*	13%	0%	0%	7%	0%	0%

*Other includes a 401K plan.

HOURS

Almost all employers offered full-time employment in the occupation averaging 40 hours per week, and most offered part-time employment averaging 20 hours per week. A few reported temporary/on-call employment averaging 18 hours per week.

OTHER INFORMATION

Shifts:

Day	100%
Swing	20%
Graveyard	33%

Top three recruitment methods reported by responding employers were:

Newspaper Ads	87%
Employee Referrals	53%
Walk-in Applicants	53%

Promotional opportunities existed in Licensed Vocational Nurse (when licensed) and Nursing Supervisor.

Gender by percentage of employees represented:

Male	5%	Female	95%
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Vacancies filled in the last 12 months were a result of:

Employees Leaving	61%
Promotions	25%
New Positions	14%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

HUMAN SERVICE WORKERS

OES Code: 273080

16 Employers Responding

Alternate Title: Benefit Assistance Counselors

JOB DESCRIPTION

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
Fully Exp/Qualified		X	
Inexperienced			X

SIZE OF OCCUPATION

Range: Medium (60 - 120)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 100%
Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Local Government	43.1	9030
Individual & Family Services	20.3	8322
Social Services, NEC	17.9	8399
Residential Care	13.8	8361

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Less Than High School	6%
High School Diploma or Equivalent	50%
Associate Degree	19%
Bachelor Degree	19%
Graduate Study	6%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	38%	19%	43%
Substitute training for exp.	69%	31%	0%

The average length of experience required in the occupation was 11 months. The average length of training needed as a substitute for experience was 9 months.

Licenses and Certification:

None indicated

Skills:

Basic math, reading and writing
Public contact and oral communication

Knowledge of:

Protective services for children and adults
Community referral services

Ability to:

Interview others for information
Recognize/treat substance abuse

HUMAN SERVICE WORKERS

WAGES AND FRINGE BENEFITS

Wages:

To ensure confidentiality, wage information includes union and non-union wages.

New hires, no exp.	\$6.00	\$ 9.14	\$7.53
New hires, with exp.	\$6.25	\$15.00	\$8.60
3+yrs exp with firm	\$7.50	\$16.34	\$9.53

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	69%	19%	25%	0%	0%	0%
Dental	50%	19%	25%	0%	0%	0%
Vision	31%	19%	25%	0%	0%	0%
Life Ins	63%	13%	0%	0%	0%	0%
Sick Leave	94%	13%	0%	0%	0%	0%
Vacation	94%	19%	0%	0%	0%	0%
Retirement	56%	6%	6%	0%	6%	0%
Child Care	6%	0%	6%	0%	13%	0%
Other*	6%	0%	0%	0%	6%	0%

*Other includes deferred compensation.

HOURS

Almost all employers offered full-time employment in the occupation of 40 hours per week. A few employers offered part-time employment averaging 28 hours per week. A few offered temporary/on call employment averaging 8 hours per week.

OTHER INFORMATION

Shifts:

Day	100%
Swing	6%
Other*	6%

*Other includes on-call at night.

Top three recruitment methods reported by responding employers were:

Newspaper Ads	81%
In-house Promotions/Transfers	63%
Employment Development Dept.	38%

Promotional opportunities existed in Eligibility Worker and Program Coordinator positions.

Gender by percentage of employees represented:

Male	18%	Female	82%
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Vacancies filled in the last 12 months were a result of:

Employees Leaving	60%
New Positions	33%
Promotions	7%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

LIBRARY ASSISTANTS AND BOOKMOBILE DRIVERS

OES Code: 539020
Alternate Title: Library Clerks

17 Employers Responding

JOB DESCRIPTION

Library Assistants And Bookmobile Drivers
compile records; sort and shelve books, issue and receive library materials, such as pictures, cards, slides, phonograph records, and microfilm; and handle tape decks. They also locate library materials for loan and replace material in shelving (stacks) or files according to their identification number and title, and register patrons to permit them to borrow books, periodicals, and other library materials. Bookmobile Drivers operate a bookmobile or light truck that pulls a book trailer to specific locations on a predetermined schedule and assists with providing service in mobile library.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
Fully Exp/Qualified		X	
Inexperienced	X		

SIZE OF OCCUPATION

Range: Medium (120 - 130)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 8.3%
Growth: Average

WHERE THE JOBS ARE

	Percent	SIC*
Elementary/Secondary Schools	70.4	8211
Local Government	29.6	9030

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Less Than High School	6%
High School Diploma or Equivalent	82%
Associate Degree	6%
Bachelor Degree	6%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	18%	35%	47%
Substitute training for exp.	55%	45%	0%

The average length of experience required in the occupation was 14 months. The average length of training needed as a substitute for experience was 10 months.

Licenses and Certification:

None indicated

Skills:

Basic math and reading
Public contact

Knowledge of:

Audiovisual equipment
Dewey decimal system

Ability to:

Maintain records
Use information retrieval systems

LIBRARY ASSISTANTS AND BOOKMOBILE DRIVERS

WAGES AND FRINGE BENEFITS

Wages:

To ensure confidentiality, wage information includes union and non-union wages.

	Range	Median
New hires, no exp.	\$6.25 \$10.52	\$ 8.29
New hires, with exp.	\$6.78 \$12.21	\$ 9.00
3+yrs exp with firm	\$8.50 \$13.46	\$10.02

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	29%	12%	18%	35%	0%	0%
Dental	18%	12%	24%	35%	0%	0%
Vision	24%	12%	12%	35%	0%	0%
Life Ins	24%	6%	12%	18%	6%	6%
Sick Leave	41%	35%	6%	12%	0%	0%
Vacation	35%	35%	0%	6%	0%	0%
Retirement	24%	18%	18%	29%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	0%	0%	0%	0%	0%	0%

HOURS

Most employers offered full-time employment in the occupation averaging 39 hours per week. Most offered part-time employment averaging 21 hours per week.

OTHER INFORMATION

Shifts:

Day	94%
Swing	6%
Other*	12%

*Other includes weekends.

Top three recruitment methods reported by responding employers were:

Newspaper Ads	100%
In-house Promotions/Transfers	65%
Employment Development Dept.	29%

Promotional opportunities existed in Library Clerk II and Library Technician positions.

Gender by percentage of employees represented:

Male	6%	Female	94%
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Vacancies filled in the last 12 months were a result of:

Employees Leaving	100%
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Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

LODGING MANAGERS

OES Code: 150262

16 Employers Responding

Alternate Title: Hotel Managers, Motel Managers

JOB DESCRIPTION

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization of department that provides lodging such as hotels, motels, or tourist courts.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

Not Difficult	Moderately Difficult	Very Difficult

Fully Exp/Qualified		X
Inexperienced	X	

SIZE OF OCCUPATION

Range: Large (250 - 280)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 12%
Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Hotels and Motels	100%	7011

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Less Than High School	6%
High School Diploma or Equivalent	88%
Associate Degree	6%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	69%	12%	19%
Substitute training for exp.	57%	43%	0%

The average length of experience required in the occupation was 17 months. The average length of training needed as a substitute for experience was 7 months.

Licenses and Certification:

None indicated

Skills:

Business math
Customer service

Knowledge of:

Purchasing procedures
Management practices

Ability to:

Maintain financial records
Hire and assign personnel

WAGES AND FRINGE BENEFITS

Wages:

	Range		Median
New hires, no exp.	\$5.75	\$ 8.72	\$ 7.56
New hires, with exp.	\$5.75	\$11.62	\$ 8.88
3+yrs exp with firm	\$5.75	\$17.44	\$10.00

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	25%	0%	13%	0%	6%	0%
Dental	25%	0%	6%	0%	6%	0%
Vision	19%	0%	0%	0%	6%	0%
Life Ins	19%	0%	13%	0%	6%	0%
Sick Leave	13%	0%	0%	0%	6%	0%
Vacation	56%	0%	0%	0%	0%	0%
Retirement	13%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	13%	0%	19%	0%	0%	0%

*Other benefits include apartment provided and 401k plans.

HOURS

All employers offered full-time employment of 41 hours per week. A few offered part-time employment averaging 16 hours per week. It is not uncommon for this occupation to work additional hours.

OTHER INFORMATION

Shifts:

Day	81%
Swing	25%
Graveyard	6%
Other*	38%

*Other includes rotating and on-call shifts.

Top three recruitment methods reported by responding employers were:

Newspaper Ads	88%
Employment Development Dept.	44%
Employee Referrals	38%

Promotional opportunities existed in District Manager positions. However, 81% of responding employers reported they did not promote from this occupation.

Gender by percentage of employees represented:

Male	42%	Female	58%
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Vacancies filled in the last 12 months were a result of:

Employees Leaving	91%
Promotions	9%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

ORDER CLERKS - MATERIAL, MERCHANDISE, & SERVICE TENDERS

OES Code: 553230

18 Employers Responding

Alternate Titles: Wrappers, Packagers

JOB DESCRIPTION

Order Clerks - Materials, Merchandise, and Service Tenders receive and process incoming orders for materials, merchandise, or services such as repairs, installations, or rental of facilities. Additional duties include informing customers of receipt of order, prices, shipping dates and delays, preparing contracts, and handling complaints. Does not include workers who dispatch as well as take orders for services.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
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Fully Exp/Qualified	X
Inexperienced	X

SIZE OF OCCUPATION

Range: Small (40 - 50)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 25%
Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Dairy Products, Ex. Dried/Canned	12.8	5143
Help Supply Services	10.6	7363
Newspapers	10.6	2711
Gen'l Medical/Surgical Hospitals	8.5	8062
Others	57.5	

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Less Than High School	24%
High School Diploma or Equivalent	76%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	33%	38%	29%
Substitute training for exp.	69%	31%	0%

The average length of experience required in the Occupation was 12 months. The average length of training needed as a substitute for experience was 7 months.

Licenses and Certification:

None indicated

Skills:

Basic math
Mechanical aptitude

Knowledge of:

Customer service
Sales techniques

Ability to:

Stand continuously for 2 or more hours
Lift 50 lbs. repeatedly
Perform routine, repetitive work

ORDER CLERKS – MATERIAL, MERCHANDISE, & SERVICE TENDERS

WAGES AND FRINGE BENEFITS

Wages:

	Range		Median
New hires, no exp.	\$5.75	\$ 9.00	\$6.88
New hires, with exp.	\$5.75	\$11.00	\$8.00
3+yrs exp with firm	\$5.75	\$12.00	\$9.50

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	38%	0%	29%	0%	5%	5%
Dental	33%	0%	14%	0%	5%	5%
Vision	24%	0%	5%	0%	0%	0%
Life Ins	29%	0%	19%	5%	0%	0%
Sick Leave	48%	5%	10%	0%	0%	0%
Vacation	71%	5%	10%	0%	0%	0%
Retirement	19%	0%	10%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	19%	0%	0%	0%	0%	0%

*Other benefits include personal days off and paid holidays.

HOURS

All employers offered full-time employment in the occupation averaging 40 hours per week. All employers offered part-time employment averaging 28 hours per week.

OTHER INFORMATION

Shifts:

Day	100%
Swing	5%

Top three recruitment methods reported by responding employers were:

Newspaper Ads	81%
In-house Promotions/Transfers	57%
Employee Referrals	52%

Promotional opportunities existed in purchasing, and supervision and management positions

Gender by percentage of employees represented:

Male	33%	Female	68%
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Vacancies filled in the last 12 months were a result of:

Employees Leaving	50%
Promotions	39%
New Positions	11%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

PACKAGING & FILLING MACHINE OPERATORS & TENDERS

OES Code: 929740

18 Employers Responding

Alternate Titles: Wrappers, Packers

JOB DESCRIPTION

Packaging And Filling Machine Operators

And Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
Fully Exp/Qualified		X	
Inexperienced		X	

SIZE OF OCCUPATION

Range: Medium (80-100)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 25%
Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Converted Paper Products	42.2	2679
Malt Beverages	19.6	2082
Grocery Stores	9.8	5411
Others	28.4	

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Less Than High School	45%
High School Diploma or Equivalent	55%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	25%	25%	50%
Substitute training for exp.	83%	17%	0%

Responding employers indicated that the average length of experience required was 6 months. The average length of training needed as a substitute for experience was also 6 months.

Licenses and Certification Requirements:

None indicated

Skills:

Basic math
Mechanical aptitude

Knowledge of:

Customer service

Ability to:

Stand continuously for 2 or more hours
Lift 50 lbs. repeatedly
Perform routine, repetitive work
Read and write English, and follow instructions

PACKAGING & FILLING MACHINE OPERATORS & TENDERS

WAGES AND FRINGE BENEFITS

Union Wages:

	Range	Median
New hires, no exp.	\$ 5.75 \$12.34	\$12.20
New hires, with exp.	\$ 7.00 \$14.20	\$12.26
3+yrs exp with firm	\$12.34 \$20.00	\$12.87

Non-Union Wages:

	Range	Median
New hires, no exp.	\$5.75 \$ 7.70	\$6.00
New hires, with exp.	\$5.75 \$12.38	\$6.75
3+yrs exp with firm	\$6.00 \$13.90	\$8.20

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	30%	5%	10%	5%	0%	0%
Dental	25%	5%	10%	0%	0%	0%
Vision	30%	5%	5%	0%	0%	0%
Life Ins	30%	5%	5%	0%	0%	0%
Sick Leave	20%	5%	5%	0%	0%	0%
Vacation	45%	5%	5%	5%	0%	0%
Retirement	30%	5%	10%	5%	0%	0%
Child Care	5%	0%	0%	0%	0%	0%
Other*	5%	5%	5%	0%	0%	0%

*Other benefits includes a 401K plan and an employee assistance program

HOURS

Almost all employers offered full-time employment in the occupation of 40 hours per week. Many offered part-time employment averaging 28 hours.

OTHER INFORMATION

Shifts:

Day	100%
Swing	40%
Graveyard	15%

Top three recruitment methods reported by responding employers were:

In-house Promotions/Transfers	60%
Employee Referrals	60%
Walk-in Applicants	50%

Promotional opportunities existed in supervisory positions.

Gender by percentage of employees represented:

Male	56%	Female	44%
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Vacancies filled in the last 12 months were a result of:

Employees Leaving	94%
Promotions	3%
New Positions	2%
Temporary Positions	2%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS

OES Code: 130050
Alternate Title: Human Resource Manager

17 Employers Responding

JOB DESCRIPTION

Personnel, Training, and Labor Relations Managers plan, organize, direct, control, or coordinate the personnel, training or labor relations activities of an organization. Their work involves establishing employer-relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
Fully Exp/Qualified		X	
Inexperienced		X	

SIZE OF OCCUPATION

Range: Small (60 – 70)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 16.7%
Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Local Government	24.3	9030
Gen'l Medical/Surgical Hospitals	15.7	8062
Help Supply Services	12.9	7363
All Others	47.1	

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Less Than High School	12%
High School Diploma or Equivalent	41%
Associate Degree	29%
Bachelor Degree	18%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	88%	12%	
Substitute training for exp.	35%	53%	12%

The average length of experience required in the occupation was 20 months. The average length of training required as a substitute for experience was 15 months.

Licenses and Certification:

None indicated

Skills:

Oral and written communication
Personnel recruiting

Knowledge of:

Labor relations practices
Grievance procedures

Ability to:

Plan and organize the work of others
Understand collective bargaining procedures

PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS

WAGES AND FRINGE BENEFITS

Wages:

To ensure confidentiality, wage information includes union and non-union wages.

	Range	Median
New hires, no exp.	\$7.00 - \$12.00	\$ 9.50
New hires, with exp.	\$6.00 - \$17.50	\$14.00
3+yrs exp with firm	\$7.50 - \$23.00	\$15.00

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	53%	0%	24%	6%	0%	0%
Dental	35%	0%	24%	6%	0%	0%
Vision	41%	0%	12%	6%	0%	0%
Life Ins	47%	0%	12%	6%	6%	0%
SickLeave	41%	6%	6%	0%	0%	0%
Vacation	71%	6%	6%	0%	0%	0%
Retirement	35%	0%	18%	6%	6%	0%
Child Care	6%	0%	0%	0%	0%	0%
Other*	18%	0%	0%	0%	0%	0%

*Other benefits included a 401K plan

OTHER INFORMATION

Shifts:

Day	100%
Swing	6%

Top three recruitment methods reported by responding employers were:

Newspaper Ads	71%
In-house Promotion or Transfer	47%
Employment Development Dept.	41%

Promotional opportunities were in various managerial occupations.

Gender by percentage of employees represented:

Male 24% Female 76%

Vacancies filled in the last 12 months were a result of:

Employees Leaving	50%
New Positions	50%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

HOURS

Almost all employers offered full-time employment in the occupation averaging 41 hours per week. A few offered part-time employment averaging 20 hours per week.

RECREATION WORKERS

OES CODE: 273110
Alternate Title: Recreation Aide

17 Firms Responding

JOB DESCRIPTION

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
Fully Exp/Qualified		X	
Inexperienced		X	

SIZE OF OCCUPATION

Range: Large (280-290)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 3.6%
Growth: Slower Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Local Government	81.0	9030
Civic/Social Organizations	5.5	8641
Others	13.5	

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Less Than High School	35%
High School Diploma or Equivalent	47%
Associate Degree	18%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	53%	29%	18%
Substitute training for exp.	53%	47%	

The average length of experience required in the occupation was 12 months. The average length of training required as a substitute for experience was 26 months.

Licenses and Certification:

First aid certification

Skills:

Oral and written communication
Leadership

Knowledge of:

Principles of recreation
First aid procedures

Ability to:

Plan and organize the work of others
Apply teaching techniques

RECREATION WORKERS

WAGES AND FRINGE BENEFITS

Wages:

To ensure confidentiality, wage information includes union and non-union wages.

	Range	Median
New hires, no exp.	\$5.75 - \$ 6.00	\$ 5.75
New hires, with exp.	\$5.75 - \$12.59	\$ 7.50
3+yrs exp with firm	\$5.75 - \$14.00	\$10.00

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	18%	0%	6%	12%	0%	0%
Dental	12%	0%	12%	12%	0%	0%
Vision	12%	0%	12%	12%	0%	0%
Life Ins	12%	0%	12%	6%	0%	0%
SickLeave	24%	0%	0%	12%	0%	0%
Vacation	24%	0%	0%	12%	0%	0%
Retirement	6%	0%	6%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	12%	0%	0%	0%	0%	0%

*Other benefits included a 401K Plan

HOURS

Some employers offered full-time employment of 40 hours per week. Some offered part-time employment averaging 20 hours per week. many employers offered seasonal employment averaging 30 hours per week.

OTHER INFORMATION

Shifts:

Day	88%
Swing	29%
Graveyard	6%
Others	24%

Top three recruitment methods reported by responding employers were:

Colleges and Universities	88%
Newspaper Ads	59%
Employment Development Dept.	53%

Promotional opportunities were in Recreation Supervisor and Director of Recreation programs.

Gender by percentage of employees represented:

Male 24% Female 76%

Vacancies filled in the last 12 months were a result of:

Temporary Positions	89%
Employees Leaving	6%
New Positions	3%
Promotions	2%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

RESIDENTIAL COUNSELORS

OES CODE: 273070
Alternate Title: Counselor

18 Firms Responding

JOB DESCRIPTION

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other programs. They order supplies and determine need for maintenance, repairs, and furnishings.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
Fully Exp/Qualified		X	
Inexperienced		X	

SIZE OF OCCUPATION

Range: Medium (100-130)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 30.0%
Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Residential Care	79.4	8361
Junior Colleges	7.1	8222
Individual and Family Services	5.6	8322
Others	7.9	

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Less Than High School	6%
High School Diploma or Equivalent	67%
Associate Degree	17%
Bachelor Degree	11%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	68%	11%	21%
Substitute training for exp.	16%	74%	10%

The average length of experience required in the Occupation was 12 months. The average length of training required as a substitute for experience was 9 months.

Licenses and Certification:

None indicated

Skills:

Individual and family counseling techniques
Active listening

Knowledge of:

Protective services for children and adults
A variety of cultures

Ability to:

Interview others for information
Maintain progress notes

RESIDENTIAL COUNSELORS

WAGES AND FRINGE BENEFITS

Wages:

To ensure confidentiality, wage information includes union and non-union wages.

	Range	Median
New hires, no exp.	\$5.75 - \$ 6.25	\$5.78
New hires, with exp.	\$5.75 - \$15.00	\$6.92
3+yrs exp with firm	\$5.75 - \$16.34	\$8.50

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	56%	17%	11%	6%	6%	0%
Dental	44%	17%	11%	6%	6%	0%
Vision	39%	17%	11%	6%	6%	0%
Life Ins	28%	6%	17%	6%	6%	0%
Sick Leave	50%	6%	11%	6%	0%	0%
Vacation	56%	11%	11%	0%	0%	0%
Retirement	22%	11%	28%	0%	6%	0%
Child Care	6%	0%	0%	0%	0%	0%
Other*	6%	0%	0%	0%	0%	0%

*Other benefits included a 401K plan

HOURS

Almost all employers offered full-time employment in the occupation of 40 hours per week. Many offered part-time employment averaging 15 hours per week, and a few offered temporary/on-call employment also averaging 15 hours per week.

OTHER INFORMATION

Shifts:

Day	84%
Swing	32%
Graveyard	32%
Others	11%

Top three recruitment methods reported by responding employers were:

Newspaper Ads	89%
Walk-in Applicants	58%
Employment Development Dept.	47%

Promotional opportunities were in House Manager and Facilities Manager.

Gender by percentage of employees represented:

Male 33% Female 67%

Vacancies filled in the last 12 months were a result of:

Employees Leaving	63%
Temporary Positions	19%
New Positions	10%
Promotions	8%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

SHERIFFS AND DEPUTY SHERIFFS

OES CODE: 630320
Alternate Title: None

7 Employers Responding

JOB DESCRIPTION

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in in county correctional institutions.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
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Fully Exp/Qualified		X	
Inexperienced		X	

SIZE OF OCCUPATION

Range: Medium (90 – 110)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 28.6%
Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Local Government	100	9030

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

High School Diploma or Equivalent 100%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	0%	57%	43%
Substitute training for exp.	0%	100%	0%

The average length of experience required in the occupation was 14 months.

Licenses and Certification Requirements:

POST Academy Certificate

Skills:

Public contact
Oral communication

Knowledge of:

Firearms
A variety of cultures

Ability to:

Pass physical performance and medical exams
Work under pressure

DEL NORTE – LASSEN – MODOC – PLUMAS – SISKIYOU – TEHAMA – TRINITY COUNTIES

1999

SHERIFFS AND DEPUTY SHERIFFS

WAGES AND FRINGE BENEFITS

Union Wages:

All responding employers indicated the wages for this occupation are subject to a collective bargaining or union agreement.

	Range	Median
New hires, no exp.	\$10.17 - \$12.63	\$11.87
New hires, with exp.	\$11.07 - \$13.95	\$12.53
3+yrs exp with firm	\$11.75 - \$20.77	\$14.38

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	86%	0%	14%	0%	0%	0%
Dental	86%	0%	14%	0%	0%	0%
Vision	71%	0%	14%	0%	0%	0%
Life Ins	86%	0%	0%	0%	0%	0%
Sick Leave	100%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	86%	0%	14%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	14%	0%	0%	0%	0%	0%

*Other benefits include deferred compensation

HOURS

All employers offered full-time employment in the occupation averaging 40 hours per week. None of the responding employers offered part-time employment in the occupation, but a few offered seasonal employment of 40 hours per week.

OTHER INFORMATION

Shifts:

Day	100%
Swing	100%
Graveyard	86%
Others	29%

Top three recruitment methods reported by responding employers were:

Newspaper Ads	71%
In-house Promotion/Transfers	57%
Walk-in Applicants	57%

Promotional opportunities existed in Sergeant, Investigator, and Captain positions.

Gender by percentage of employees represented:

Male	95%	Female	5%
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Vacancies filled in the last 12 months were a result of:

Promotions	34%
Employees Leaving	32%
New Positions	24%
Temporary	10%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

SYSTEMS ANALYSTS – ELECTRONIC DATA PROCESSING

OES CODE: 251020

18 Employers Responding

Alternate Title: Associate Information Systems Analyst

JOB DESCRIPTION

Systems Analysts–Electronic Data Processing

Analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
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Fully Exp/Qualified	X
Inexperienced	X

SIZE OF OCCUPATION

Range: Small (50 – 60)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 20%
Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Federal Government	53.6	9010
Local Government	17.9	9030
Savings Institutions	7.1	6036
Others	21.4	

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

High School Diploma or Equivalent	56%
Associate Degree	11%
Bachelor Degree	33%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	56%	6%	39%
Substitute training for exp.	39%	61%	0%

The average length of experience required in the occupation was 20 months. The average length of training needed as a substitute for experience was 15 months.

Licenses and Certification:

None reported

Skills:

Customer service
Oral communication

Knowledge of:

Mainframe hardware and operating systems
Local area and wide area networks

Ability to:

Set-up and maintain multi-user systems
Work under pressure

SYSTEMS ANALYSTS – ELECTRONIC DATA PROCESSING

WAGES AND FRINGE BENEFITS

Union Wages:

	Range	Median
New hires, no exp.	N/A	N/A
New hires, with exp.	\$10.46 - \$22.09	\$17.47
3+yrs exp with firm	\$14.38 - \$26.66	\$19.17

Non-Union Wages:

	Range	Median
New hires, no exp.	\$6.50 - \$11.81	\$ 8.38
New hires, with exp.	\$7.00 - \$12.40	\$ 8.44
3+yrs exp with firm	\$8.55 - \$15.00	\$11.00

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	61%	0%	22%	0%	0%	0%
Dental	61%	0%	22%	0%	0%	0%
Vision	61%	0%	17%	0%	0%	0%
Life Ins	50%	0%	17%	0%	0%	0%
Sick Leave	78%	0%	0%	0%	0%	0%
Vacation	83%	0%	0%	0%	0%	0%
Retirement	61%	0%	17%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	6%	0%	0%	0%	0%	0%

*Other benefits included a 401K plan

HOURS

Almost all employers offered full-time employment in the occupation of 40 hours per week. A few offered part-time employment averaging 24 hours per week.

OTHER INFORMATION

Shifts:

Day	100%
Swing	6%
Graveyard	6%

Top three recruitment methods reported by responding employers were:

Newspaper Ads	72%
In-House Promotion/Transfers	56%
Employment Development Dep't.	56%

Promotional opportunities existed in Associate Information Systems Analysts II and III.

Gender by percentage of employees represented:

Male	51%	Female	49%
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Vacancies filled in the last 12 months were a result of:

Employees Leaving	11%
New Positions	89%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

TEACHERS – SPECIAL EDUCATION

OES CODE: 313110
Alternate Titles: None

17 Employers Responding

JOB DESCRIPTION

Teachers–Special Education teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
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Fully Exp/Qualified		X	
Inexperienced		X	

SIZE OF OCCUPATION

Range: Large (170-220)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 29.4%
Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Elementary and Secondary Schools	98.6	8211
Others	1.4	

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Bachelor Degree	76%
Graduate Study	24%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	6%	47%	47%
Substitute training for exp.	47%	53%	0%

The average length of experience required in the occupation was 12 months. The average length of training required as a substitute or experience was 26 months.

Licenses and Certification:

Special Education Teaching Credential

Skills:

Crisis intervention
Classroom management

Knowledge of:

Training program planning and organizing
Discipline applications

Ability to:

Read Braille, sign language and lips
Use computers as a teaching tool

TEACHERS – SPECIAL EDUCATION

WAGES AND FRINGE BENEFITS

Union Wages:

One-hundred percent of responding firms indicated that wages are subject to a collective bargaining or union agreement.

	Range	Median
New hires, no exp.	\$12.22 - \$16.71	\$13.67
New hires, with exp.	\$12.96 - \$21.63	\$15.77
3+yrs exp with firm	\$13.81 - \$27.22	\$17.97

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	76%	18%	6%	0%	0%	0%
Dental	82%	18%	0%	0%	0%	0%
Vision	76%	18%	0%	0%	0%	0%
Life Ins	47%	12%	0%	0%	0%	0%
Sick Leave	82%	12%	0%	0%	0%	0%
Vacation	12%	6%	0%	0%	0%	0%
Retirement	47%	6%	29%	18%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	0%	0%	0%	0%	0%	0%

HOURS

Most employers offered full-time employment in the occupation averaging 36 hours per week. Some offered part-time employment averaging 30 hours per week.

OTHER INFORMATION

Shifts:

Day 100%

Top three recruitment methods reported by responding employers were:

Newspaper Ads	100%
Colleges/Universities	94%
Internet	47%

Promotional opportunities:

None were mentioned by responding employers.

Gender by percentage of employees represented:

Male 51% Female 49%

Vacancies filled in the last 12 months were a result of:

New Positions	89%
Employees Leaving	11%
Temporary Positions	0%
Promotions	0%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

TEACHERS - KINDERGARTEN

OES Code: 313040

17 Employers Responding

Alternate Title: None

JOB DESCRIPTION

Teachers, Kindergarten teach elemental, natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
Fully Exp/Qualified	X		
Inexperienced		X	

SIZE OF OCCUPATION

Range: Medium (130 - 150)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 15.4%
Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Elementary and Secondary Schools	100	8211

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Bachelor Degree	65%
Graduate Study	35%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	12%	59%	29%
Substitute training for exp.	14%	86%	0%

The average length of experience required in the occupation was 15 months. The average length of training needed as a substitute for experience was 12 months.

Licenses and Certification:

State of California Teaching Credential

Skills:

Classroom management
Problem solving

Knowledge of:

A variety of cultures
Principles of recreation

Ability to:

Operate audiovisual equipment
Administer emergency first aid

TEACHERS - KINDERGARTEN

WAGES AND FRINGE BENEFITS

Wages:

To ensure confidentiality, wage information includes union and non-union wages.

	Range	Median
New hires, no exp.	\$11.30 - \$16.15	\$14.32
New hires, with exp.	\$11.99 - \$21.33	\$15.38
3+yrs exp with firm	\$14.43 - \$23.92	\$17.86

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	76%	12%	12%	6%	0%	0%
Dental	76%	12%	12%	6%	0%	0%
Vision	76%	6%	12%	6%	0%	0%
Life Ins	53%	6%	6%	6%	0%	0%
Sick Leave	82%	6%	6%	6%	0%	0%
Vacation	29%	0%	0%	0%	0%	0%
Retirement	47%	6%	29%	12%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other*	0%	0%	6%	0%	0%	0%

*Other benefits includes salary protection

OTHER INFORMATION

Shifts:

Day 100%

Top three recruitment methods reported by responding employers were:

Newspaper Ads	76%
Colleges and Universities	71%
Walk-in Applicants	41%

Promotional opportunities existed in teaching Grades 1-8, and various administrative positions.

Gender by percentage of employees represented:

Male 6% Female 94%

Vacancies filled in the last 12 months were a result of:

Employees Leaving	67%
New Positions	17%
Promotions	16%

HOURS

Almost all employers offered full-time employment in the occupation averaging 38 hours per week. A few employers offered part-time employment averaging 30 hours per week.

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

TECHNICAL ASSISTANTS - LIBRARY

OES Code: 315050
Alternate Title: Library Assistant

15 Employers Responding

JOB DESCRIPTION

Technical Assistants - Library assist librarians by furnishing information on library sciences, facilities, and rules; by assisting readers in the use of card catalogs and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. They may train and supervise clerical staff or catalog books.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
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Fully Exp/Qualified		X	
Inexperienced		X	

SIZE OF OCCUPATION

Range: Small (60 – 70)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 16.7%
Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Elementary/Secondary Schools	53.4	8211
Local Government	32.9	9030
Junior Colleges	13.7	8222

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Less Than High School	7%
High School Diploma or Equivalent	67%
Associate Degree	13%
Bachelor Degree	0%
Graduate Study	13%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	33%	20%	47%
Substitute training for exp.	58%	42%	0%

The average length of experience required in the occupation was 12 months. The average length of training needed as a substitute for experience was 13 months.

Licenses and Certification:

None indicated

Skills:

Public contact
Telephone answering

Knowledge of:

Dewey decimal system
Basic math

Ability to:

Operate computers
Operate audiovisual equipment

TECHNICAL ASSISTANTS - LIBRARY

WAGES AND FRINGE BENEFITS

Union Wages:

	Range		Median
New hires, no exp.	\$7.19	\$11.65	\$ 9.07
New hires, with exp.	\$7.54	\$12.23	\$ 9.79
3+yrs exp with firm	\$7.88	\$12.85	\$10.67

Non-Union Wages:

	Range		Median
New hires, no exp.	\$5.75	\$ 8.65	\$7.20
New hires, with exp.	\$5.75	\$14.42	\$8.82
3+yrs exp with firm	\$5.75	\$19.28	\$9.21

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	60%	20%	13%	0%	0%	0%
Dental	53%	20%	7%	0%	0%	0%
Vision	47%	20%	0%	0%	0%	0%
Life Ins	60%	20%	0%	0%	0%	0%
Sick Leave	67%	27%	0%	0%	0%	0%
Vacation	73%	27%	0%	0%	0%	0%
Retirement	67%	13%	0%	7%	0%	0%
Child Care	0%	0%	0%	0%	0%	7%
Other*	0%	0%	0%	0%	0%	0%

HOURS

Almost all employers offered full-time employment in the occupation of 40 hours per week. Many offered part-time employment averaging 16 hours per week.

OTHER INFORMATION

Shifts:

Day	93%
Swing	20%

Top three recruitment methods reported by responding employers were:

Newspaper Ads	73%
In-house Promotion/Transfer	60%
Employee Referrals	47%

Promotional opportunities existed in Library Assistant II and Librarian positions.

Gender by percentage of employees represented:

Male	7%	Female	93%
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Vacancies filled in the last 12 months were a result of:

Employees Leaving	67%
New Positions	17%
Promotions	16%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

WARD CLERKS

Non-OES Code: 245362999
Alternate Title: Health Record Technician

15 Employers Responding

JOB DESCRIPTION

Ward Clerks prepare, compile and maintain records in nursing units of hospital or medical facilities. They requisition supplies designated by nursing staff, answer telephone and intercom calls, direct visitors to patient's rooms and distribute mail, newspapers and flowers to patients.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
Fully Exp/Qualified		X	
Inexperienced	X		

SIZE OF OCCUPATION

Range: N/A

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: N/A

WHERE THE JOBS ARE

	Percent	SIC*
General Medical & Surgical Hospital	N/A	8062
Local Government	N/A	9030

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

Less Than High School	14%
High School Diploma or Equivalent	86%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	29%	17%	54%
Substitute training for exp.	67%	33%	0%

The average length of experience required in the occupation was 13 months. The average length of training needed as a substitute for experience was 8 months.

Licenses and Certification:

None indicated

Skills:

Public contact
Telephone answering

Knowledge of:

Office procedures
Medical record terminology

Ability to:

Operate computers
Read and follow instructions

WARD CLERKS

WAGES AND FRINGE BENEFITS

Union Wages:

	Range		Median
New hires, no exp.	\$7.18	\$ 8.70	\$7.51
New hires, with exp.	\$7.51	\$14.69	\$8.44
3+yrs exp with firm	\$7.89	\$17.86	\$9.23

Non-Union Wages:

	Range		Median
New hires, no exp.	\$5.75	\$ 8.65	\$7.38
New hires, with exp.	\$5.75	\$ 9.09	\$8.13
3+yrs exp with firm	\$6.28	\$12.18	\$9.42

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	64%	14%	21%	14%	0%	0%
Dental	64%	14%	21%	14%	0%	0%
Vision	57%	14%	21%	14%	0%	0%
Life Ins	50%	14%	14%	14%	0%	0%
Sick Leave	79%	14%	7%	14%	0%	0%
Vacation	71%	14%	7%	14%	7%	0%
Retirement	57%	7%	14%	14%	7%	7%
Child Care	0%	0%	7%	0%	0%	0%
Other*	14%	7%	7%	0%	0%	0%

*Other includes a 401K plan and cafeteria plan

HOURS

Almost all employers offered full-time employment in the occupation averaging 39 hours per week. Some employers offered part-time employment which averaged 20 hours per week. A few offered temporary/on-call employment averaging 13 hours per week.

OTHER INFORMATION

Shifts:

Day	87%
Swing	53%
Graveyard	40%
Others	20%

Top three recruitment methods reported by responding employers were:

Newspaper Ads	86%
Employee Referrals	64%
Employment Development Dept.	50%

Promotional opportunities existed in Secretary, Administrative Assistant, and various nursing occupations.

Gender by percentage of employees represented:

Male	6%	Female	94%
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Vacancies filled in the last 12 months were a result of:

Employees Leaving	70%
New Positions	13%
Promotions	13%
Temporary	4%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

WELFARE ELIGIBILITY WORKERS AND INTERVIEWERS

OES Code: 535020
Alternate Title: Benefits Assistance Counselor

7 Employers Responding

JOB DESCRIPTION

Welfare Eligibility Workers and Interviewers

interview and investigate applicants and recipients to determine eligibility for use of social programs and agency resources. Their duties include recording and evaluating personal and financial data obtained from individuals; initiating procedures to grant, modify, deny, or terminate eligibility for various aid programs; authorizing amount of grants; and preparing reports. These workers generally receive specialized training and assist Social Service Caseworkers.

SUPPLY / DEMAND ASSESSMENT

Degree of difficulty in finding applicants:

	Not Difficult	Moderately Difficult	Very Difficult
Fully Exp/Qualified		X	
Inexperienced		X	

SIZE OF OCCUPATION

Range: Small (70-90)

EMPLOYMENT TRENDS

Occupational Forecast: 1995 – 2002

Job Growth Rate: 28.6%
Growth: Much Faster Than Average

WHERE THE JOBS ARE

	Percent	SIC*
Federal Government	20.2	9010
Local Government	79.8	9030

*Standard Industrial Classification

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Minimum level of education required:

High School Diploma or Equivalent	88%
Associate Degree	12%

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements are included in this report.

Experience and Training:

	Yes	No	Preferred
Experience required	25%	25%	50%
Substitute training for exp.	83%	17%	0%

The average length of experience required in the occupation was 10 months. The average length of training needed as a substitute for experience was 14 months.

Licenses and Certification:

None indicated

Skills:

Record keeping
Basic computers

Knowledge of:

A variety of cultures
Alphabetic and numeric filing systems

Ability to:

Interview others for information
Work under pressure

WELFARE ELIGIBILITY WORKERS AND INTERVIEWERS

WAGES AND FRINGE BENEFITS

Wages:

To ensure confidentiality, wage information includes union and non-union wages.

	Range		Median
New hires, no exp.	\$6.83	\$ 9.48	\$ 8.72
New hires, with exp.	\$7.45	\$10.47	\$ 9.03
3+yrs exp with firm	\$8.25	\$12.00	\$10.25

Note: Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits:

Type of Benefits	Employer Pays All		Share of Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	13%	0%	88%	0%	0%	0%
Dental	13%	0%	88%	0%	0%	0%
Vision	0%	0%	75%	0%	0%	0%
Life Ins	25%	0%	50%	0%	13%	0%
Sick Leave	63%	0%	38%	0%	0%	0%
Vacation	88%	0%	13%	0%	0%	0%
Retirement	63%	0%	38%	0%	0%	0%
Child Care	0%	0%	0%	0%	13%	0%
Other*	0%	0%	13%	0%	13%	0%

*Other benefits include deferred compensation and a savings plan

HOURS

All responding employers offered full-time employment in the occupation of 40 hours per week. No part-time hours were reported.

OTHER INFORMATION

Shifts:

Day 100%

Top three recruitment methods reported by responding employers were:

Newspaper Ads	88%
In-house Promotions/Transfers	63%
Employee Referrals	38%

Promotional opportunities existed in Eligibility Worker II and III, Supervisor and Social Worker.

Gender by percentage of employees represented:

Male 15% Female 85%

Vacancies filled in the last 12 months were a result of:

Employees Leaving	48%
Promotions	44%
New Positions	8%

Schools and Training Providers offering programs in the occupation are included in the training directory in the back of this report.

Wage Summary

WAGE SUMMARY

The following wage data have been extracted from the Occupational Summaries contained in this report, and are compiled here for quick reference. Non-union wages are listed unless otherwise indicated. Median wages may be obtained by consulting the individual occupational summary.

Occupational Title	<u>Entry No Exp</u>	<u>Entry With Exp</u>	<u>3 Years + With Firm</u>
Bakers, Bread and Pastry	\$5.75 - \$6.90	\$5.75 - \$7.50	\$6.00 - \$10.02
Education Administrators	\$11.31-\$29.88	\$12.50-\$38.07	\$14.42-\$46.10
Financial Managers	\$16.83-\$20.00	\$16.83-\$38.36	\$16.83-\$45.55
Guards and Watch Guards	\$5.75 - \$9.75	\$5.75 - \$9.75	\$5.75 - \$10.99
Home Health Aides	\$5.75 - \$9.00	\$5.80 - \$10.50	\$5.85 - \$12.00
Human Service Workers	\$6.00 - \$9.14	\$6.25 - \$15.00	\$7.50 - \$16.34
Library Ass't/Bookmobile Dr.	\$6.25 - \$10.52	\$6.78 - \$12.21	\$8.50 - \$13.46
Lodging Managers	\$5.75 - \$8.72	\$5.75 - \$11.62	\$5.75 - \$17.44
Order Clerks, Materials	\$5.75 - \$9.00	\$5.75 - \$11.00	\$5.75 - \$12.00
Packaging/Fill Mach Oprs	\$5.75 - \$7.70	\$5.75 - \$12.38	\$6.00 - \$13.90
Personnel, Train/Labor Rel Mgr.	\$7.00 - \$12.00	\$6.00 - \$17.50	\$7.50 - \$23.00
Recreation Workers	\$5.75 - \$6.00	\$5.75 - \$12.59	\$5.75 - \$14.00
Residential Counselors	\$5.75 - \$6.25	\$5.75 - \$15.00	\$5.75 - \$16.34
Sheriffs and Deputy Sheriffs*	\$10.17-\$12.63	\$11.07-\$13.95	\$11.75-\$20.77
Systems Analysts, Elect DP	\$6.50 - \$11.81	\$7.00 - \$12.40	\$8.55 - \$15.00
Teachers, Spec. Education*	\$12.22-\$16.71	\$12.96-\$21.63	\$13.81-\$27.22
Teachers, Kindergarten	\$11.30-\$16.15	\$11.99-\$21.33	\$14.43-\$23.92
Technical Ass'ts, Library	\$5.75 - \$8.65	\$5.75 - \$14.42	\$5.75 - \$19.28
Ward Clerks	\$5.75 - \$8.65	\$5.75 - \$9.09	\$6.28 - \$12.18
Welfare Elig. Wkrs & Interv.	\$6.83 - \$9.48	\$7.45 - \$10.47	\$8.25 - \$12.00

*Union wages

The 1999 Northern California Counties TRAINING DIRECTORY



This Training Directory contains the names, addresses, telephone numbers and program descriptions for northern California education and training providers who offer programs for the 20 occupations surveyed for this publication.

GENERAL INFORMATION FOR USING THIS DIRECTORY

TRAINING PROVIDERS

Information about the training providers and the programs they offer can be found in this directory. For ease in locating the training provider of your choice, the listings are arrayed in alphabetical order. This directory does not contain all of the schools and training providers in the seven county area, but only those who offer programs related to the occupations surveyed. These are:

- Business Connections, Red Bluff
- California Academy of Food and Service, Red Bluff
- College of the Redwoods, Crescent City
- College of the Siskiyous, Weed
- Del Norte Regional Occupational Program, Crescent City
- Feather River College, Quincy
- Lassen Community College, Susanville
- Lassen County Regional Occupational Program, Susanville
- Learning Center of Tehama County, Red Bluff
- Modoc County Regional Occupational Program, Alturas
- Northstate Business College, Red Bluff
- Northwest Training Institute, Red Bluff
- Plumas / Sierra Counties Regional Occupational Program, Quincy
- Siskiyou County Regional Occupational Program (ROP), Yreka
- Tehama County Regional Occupational Program, Red Bluff

For a more complete directory of schools and training providers in the northern California counties, you may request the *Northern California Training Directory 1999-2000* by contacting the following:

Private Industry Council
1220 Sacramento Street
Redding, CA 96001
(530) 245-1584

TRAINING PROVIDERS

Business Connections

810 Main Street
Red Bluff, CA 96080

Contact Information

Phone: (530) 527-6229
Fax: (530) 527-6260
Website: None Provided
Email: business@tehama.net

Accreditation

- Bureau for Private Postsecondary and Vocational Education

Services Offered	Yes	No
Career Development		*
Counseling		*
Distance Learning		*
Financial Aid		*
Job Placement	*	
On-Site Child Care		*
Open Entry/Open Exit	*	
Veteran Services		*

Occupations

- Systems Analysts, Electronic Data Processing

Related Training Programs

- Computer and Information Sciences

California Academy of Food & Service

500 Riverside Way
Red Bluff, CA 96080

Contact Information

Phone: (530) 529-2482
Fax: (530) 529-9250
Website: None Provided
Email: cafs@snowcrest.net

Accreditation

- None Provided

Services Offered	Yes	No
Career Development	*	
Counseling	*	
Distance Learning		*
Financial Aid		*
Job Placement	*	
On-Site Child Care		*
Open Entry/Open Exit	*	
Veteran Services	*	

Occupations

- Bakers, Bread and Pastry
- Lodging Managers

Related Training Programs

- Culinary Arts and Related Services
- Hospitality Services Management
- Kitchen Personnel, Cook and Assistant Training

TRAINING PROVIDERS

College of the Redwoods

883 W. Washington Blvd.
Crescent City, CA 95531

Contact Information

Phone: (707) 464-7457
Fax: (707) 464-6867
Website: www.redwoods.cc.ca.us
Email: crinfo@mail.redwoods.cc.ca.us

Accreditation

- Accrediting Commission for Community and Junior Colleges
- Western Association of Schools and Colleges

Services Offered	Yes	No
Career Development	*	
Counseling	*	
Distance Learning		*
Financial Aid	*	
Job Placement		*
On-Site Child Care		*
Open Entry/Open Exit		*
Veteran Services	*	

Occupations

- Education Administrators
- Sheriffs and Deputy Sheriffs
- Teachers, Kindergarten
- Teachers, Special Education
- Ward Clerks
- Systems Analysts, Elect. Data Proc.

Related Training Programs

- Administration of Justice
- Business
- Criminal Justice Studies
- Child Growth, Care & Development
- Education
- Nursing and Other Health Services
- Computer and Information Sciences

College of the Siskiyous

800 College Avenue
Weed, CA 96094-2899

Contact Information

Phone: (530) 938-4462
Fax: (530) 938-5227
Website: www.siskiyous.edu
Email: pio@siskiyous.edu

Accreditation

- Western Association of Schools and Colleges

Services Offered	Yes	No
Career Development	*	
Counseling	*	
Distance Learning	*	
Financial Aid	*	
Job Placement		*
On-Site Child Care		*
Open Entry/Open Exit		*
Veteran Services		*

Occupations

- Education Administrators
- Recreation Workers
- Sheriffs and Deputy Sheriffs
- Teachers, Kindergarten
- Teachers, Special Education
- Ward Clerks
- Systems Analysts, Elect. Data Proc.

Related Training Programs

- Business
- Computer Science
- Criminal Justice and Corrections
- Health-Related Knowledge and Skills
- Recreation

TRAINING PROVIDERS

**Del Norte Regional
Occupational Program (ROP)**
301 W. Washington Blvd.
Crescent City, CA 95531

Contact Information

Phone: (707) 464-0224
Fax: (707) 464-0228
Website: www.delnorte.k12.ca.us
Email: lfugate@delnorte.k12.ca.us

Accreditation

- Western Association of Schools and Colleges

Services Offered	Yes	No
Career Development	*	
Counseling	*	
Distance Learning	*	
Financial Aid		*
Job Placement		*
On-Site Child Care		*
Open Entry/Open Exit	*	
Veteran Services		*

Occupations

- Systems Analysts, Electronic Data Processing

Related Training Programs

- Computer and Information Sciences

Feather River College
570 Golden Eagle Avenue
Quincy, CA 95971-6023

Contact Information

Phone: (530) 283-0202
Fax: (530) 283-3757
Website: www.frcc.cc.ca.us
Email: info@frcc.cc.ca.us

Accreditation

- Western Association of Schools and Colleges

Services Offered	Yes	No
Career Development	*	
Counseling	*	
Distance Learning	*	
Financial Aid	*	
Job Placement	*	
On-Site Child Care	*	
Open Entry/Open Exit		*
Veteran Services	*	

Occupations

- Education Administrators
- Financial Managers
- Guards and Watch Guards
- Home Health Aides
- Personnel, Training, and Labor Relations Managers
- Sheriffs and Deputy Sheriffs
- Systems Analysts, Elec. Data Proc.
- Teachers, Kindergarten
- Teachers, Special Education
- Ward Clerks

Related Training Programs

- Computer Information Sciences
- Business Administration & Management
- Child Development, Care/Guidance
- Computer and Information Sciences
- Criminal Justice Studies
- Education of the Specific Learning Disabled
- General Office, Clerical/Typing Services
- Health Related Knowledge and Skills

TRAINING PROVIDERS

Lassen Community College

Highway 139
Susanville, CA 96130-3000

Contact Information

Phone: (530) 257-6181
Fax: (530) 257-8964
Website: www.lassen.cc.ca.us
Email: lkennedy@lassen.cc.ca.us

Accreditation

- Western Association of Schools and Colleges

Services Offered	Yes	No
Career Development	*	
Counseling	*	
Distance Learning	*	
Financial Aid	*	
Job Placement	*	
On-Site Child Care	*	
Open Entry/Open Exit		*
Veteran Services	*	

Occupations

- Education Administrators
- Financial Managers
- Guards and Watch Guards
- Home Health Aides
- Personnel, Training, Labor Relation Mgr
- Recreation Workers
- Residential Counselors
- Sheriffs and Deputy Sheriffs
- Systems Analysts, Elec. Data Proc.
- Teachers, Kindergarten & Spec. Educ.
- Ward Clerks

Related Training Programs

- Business Administration & Management
- Business
- Child Growth, Care/Development Serv.
- Computer and Information Sciences
- Counselor Education & Guidance Serv.
- Criminal Justice and Corrections
- Health Professions & Related Sciences
- Law Enforcement and Police Sciences
- Parks, Recreation, Leisure Studies

Lassen County Regional Occupational Program (ROP)

472-013 Johnstonville Road
Susanville, CA 96130

Contact Information

Phone (530) 257-7214
Fax: (530) 257-2518
Website: None Provided
Email: None Provided

Accreditation

- Western Association of Schools and Colleges

Services Offered	Yes	No
Career Development		*
Counseling		*
Distance Learning		*
Financial Aid		*
Job Placement		*
On-Site Child Care		*
Open Entry/Open Exit		*
Veteran Services		*

Occupations

- Recreation Workers
- Systems Analysts, Elec. Data Processing

Related Training Programs

- Child Care & Guidance Workers and Managers
- Computer and Information Sciences

TRAINING PROVIDERS

Learning Center of Tehama Co.

20 Antelope Boulevard
Red Bluff, CA 96080

Contact Information

Phone: (530) 527-0188
Fax: (530) 527-0273
Website: None Provided
Email: lctc@snowcrest.net

Accreditation

- None Provided

Services Offered	Yes	No
Career Development		*
Counseling		*
Distance Learning		*
Financial Aid	*	
Job Placement		*
On-Site Child Care		*
Open Entry/Open Exit	*	
Veteran Services		*

Occupations

- Systems Analysts, Elec. Data Proc.
- Ward Clerks

Related Training Programs

- Computer and Information Services
- Health and Medical Administrative Services

Modoc County Regional Occupational Program

139 Henderson Street
Alturas, CA 96101

Contact Information

Phone: (530) 233-7102
Fax: (530) 233-5531
Website: None Provided
Email: ahopkins@hdo.net

Accreditation

- Western Association of Schools and Colleges

Services Offered	Yes	No
Career Development	*	
Counseling	*	
Distance Learning	*	
Financial Aid		*
Job Placement	*	
On-Site Child Care		*
Open Entry/Open Exit	*	
Veteran Services		*

Occupations

- Bakers, Bread and Pastry
- Ward Clerks

Related Training Programs

- General Office, Clerical and Typing Services
- Institutional Food Workers and Administration

TRAINING PROVIDERS

North State Business College

1132 Metzger Street
Red Bluff, CA 96080

Contact Information

Phone: (530) 528-1021
Fax: (530) 528-1029
Website: None Provided
Email: None Provided

Accreditation

- None Provided

Services Offered	Yes	No
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Career Development	*	
Counseling		*
Distance Learning	*	
Financial Aid		*
Job Placement		*
On-Site Child Care		*
Open Entry/Open Exit	*	
Veteran Services		*

Occupations

- Systems Analysts, Elec. Data Proc.
- Ward Clerks

Related Training Programs

- Computer and Information Sciences
- General Office, Clerical/Typing Services
- Medical Office Management

Northwest Training Institute

1126 Washington Street
Red Bluff, CA 96080

Contact Information

Phone: (530) 527-1524
Fax: (530) 527-1524
Website: None Provided
Email: None Provided

Accreditation

- Bureau for Private Post Secondary and Vocational Education

Services Offered	Yes	No
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Career Development		*
Counseling	*	
Distance Learning		*
Financial Aid		*
Job Placement	*	
On-Site Child Care		*
Open Entry/Open Exit	*	
Veteran Services	*	

Occupation

- Lodging Managers

Related Training Programs

- Hospitality Services Management
- Hospitality and Administration Management

TRAINING PROVIDERS

Plumas/Sierra County Regional Occupational Program (ROP)

50 Church Street
Quincy, CA 95971

Contact Information

Phone: (530) 283-6500
Fax: (530) 283-6509
Website: www.pcoe.k12.ca.us
Email: jcarter@pcoe.k12.ca.us

Accreditation

- Western Association of Schools and Colleges

Services Offered	Yes	No
Career Development		*
Counseling		*
Distance Learning		*
Financial Aid		*
Job Placement		*
On-Site Child Care		*
Open Entry/Open Exit	*	
Veteran Services		*

Occupations

- Bakers, Bread and Pastry
- Home Health Aides
- Systems Analysts, Elec. Data Proc.

Related Training Programs

- Institutional Food Workers and Administration
- Computer and Information Sciences
- Nursing Assistant and Aide

Siskiyou County Regional Occupational Program (ROP)

609 South Gold Street
Yreka, CA 96097

Contact Information

Phone: (530) 842-8444
Fax: (530) 842-8437
Website: www.sisnet.ssku.k12.ca.us
Email: dpetit@sisnet.ssku.k12.ca.us

Accreditation

- Western Association of Schools and Colleges

Services Offered	Yes	No
Career Development	*	
Counseling	*	
Distance Learning		*
Financial Aid		*
Job Placement		*
On-Site Child Care		*
Open Entry/Open Exit	*	
Veteran Services		*

Occupations

- Bakers, Bread and Pastry

Related Training Programs

- Institutional Food Workers and Administration

TRAINING PROVIDERS

Tehama County Regional Occupational Program (ROP)

1135 Lincoln Street
Red Bluff, CA 96080

Contact Information

Phone: (530) 527-5811
Fax: (530) 529-4120
Website: None Provided
Email: None Provided

Accreditation

- Western Association of Schools and Colleges

Services Offered	Yes	No
Career Development		*
Counseling	*	
Distance Learning		*
Financial Aid		*
Job Placement		*
On-Site Child Care		*
Open Entry/Open Exit		*
Veteran Services		*

Occupations

- Bakers, Bread and Pastry
- Systems Analysts, Elec. Data Proc.
- Teachers, Special Education
- Teachers, Kindergarten
- Ward Clerks

Related Training Programs

- Child Development, Care/Guidance
- Computer and Information Sciences
- Culinary Arts and Chef Training
- General Office, Clerical/Typing Services
- Health Professionals and Related Sciences

Northern California Counties

Del Norte - Lassen - Modoc - Plumas - Siskiyou - Tehama - Trinity